

## Travel Declaration from Nov 2015 onwards

Dear parents,

We are pleased to inform that it is now more convenient for you to submit your travel declaration to the school. With immediate effect, travel declarations are to be submitted online via [www.mconline.sg](http://www.mconline.sg) or the MOnline app on iOS and Android (search for MCO LMS).

Please submit your travel declaration **by week 8 of each term.**

If you are unable to submit via MOnline, please inform your child's Form Teacher immediately.

The follow are some screen shots to guide you through the process :

### Via the MOnline website

This screenshot shows the top navigation bar of the MOnline website with the following tabs: Home, My Subjects, Collaboration, My Enrichment, School Admin, and My Account. The 'School Admin' dropdown menu is open, showing options: Co-Curricular Activities (CCA) Registration, Disciplinary Record, Holistic Assessment: Student Holistic Report, Parent-Teacher Meeting: View Form, Results Management: View My Results, School Matters, and Travel Plan: Travel Plan. A blue arrow points from a text box to the 'School Admin' tab, and another blue arrow points from the same text box to the 'Travel Plan: Travel Plan' option in the dropdown menu.

1) Go to "School Admin"  
2) Select "Travel Plan"

This screenshot shows the 'School Admin > Travel Plan' page. At the top, there is a 'Declare' button. Below it is a table with columns: Purpose, Start Date, End Date, Submitted, Country, Mode, and Remark. A blue arrow points from a text box to the 'Declare' button.

3) Click on "Declare"

This screenshot shows the 'Create Travel Plan' form. The 'Please Select:' section has two radio button options: 'I will NOT be travelling to another country during the following holiday:' and 'I will be travelling to another country during the school vacation. Below is my travel plan:'. The first option has radio buttons for Mar, Jun, Sep, Dec, and Others, with 'Dec' selected. Below this is a 'For Parents/Guardian Only' section with input fields for 'Parent/Guardian Name' and 'Parent/Guardian Contact'. At the bottom, there is a checkbox for 'I declare that all the information entered here is correct and accurate as of the time of submission of this declaration.' and two buttons: 'Save' and 'Save & Add Another'.

4) Select the appropriate option.  
5) Fill in the information accordingly.

6) Save.

School Admin > My Travel Plan > Create Travel Plan

Travel Declaration

Please Select:

I will NOT be travelling to another country during the school vacation.

I will be travelling to another country during the school vacation. Below is my travel plan:

From:

To:

Country:

State:

Purpose of Travel:

Others

4) Select the appropriate option.

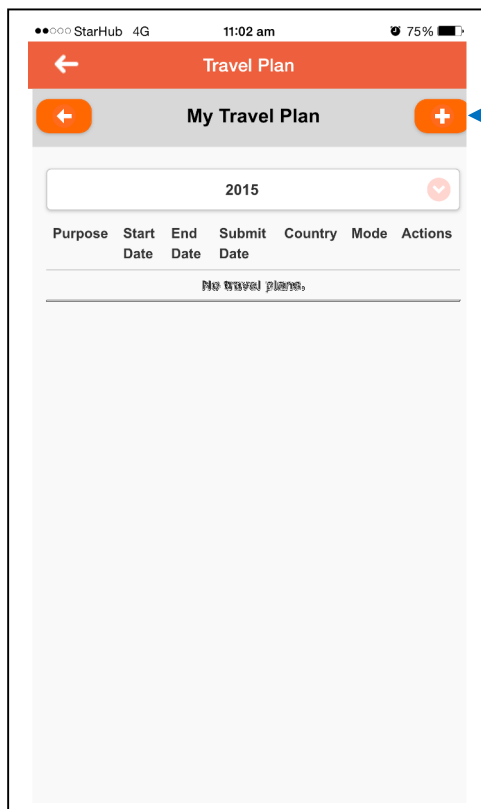
5) Fill in the information accordingly.

6) Save.

**Via the MOnline App**

(App can be downloaded via Apple App Store or Android Play Store; search "MCO LMS")

Click on the "Travel Plan" icon



Click "+" to add a declaration.

Follow steps above similar to website

